

2022

# VFC Program

Annual Education & Training



# What is VFC?

**The Vaccines for Children Program (VFC) provides vaccines at NO cost to eligible children. VFC providers are important partners in making sure VFC-eligible children receive viable, properly stored, and safe vaccines.**



# VFC Eligibility

Children Birth through 18 Years of Age  
(under 19 years)

Medicaid –  
Eligible  
(Soonercare)

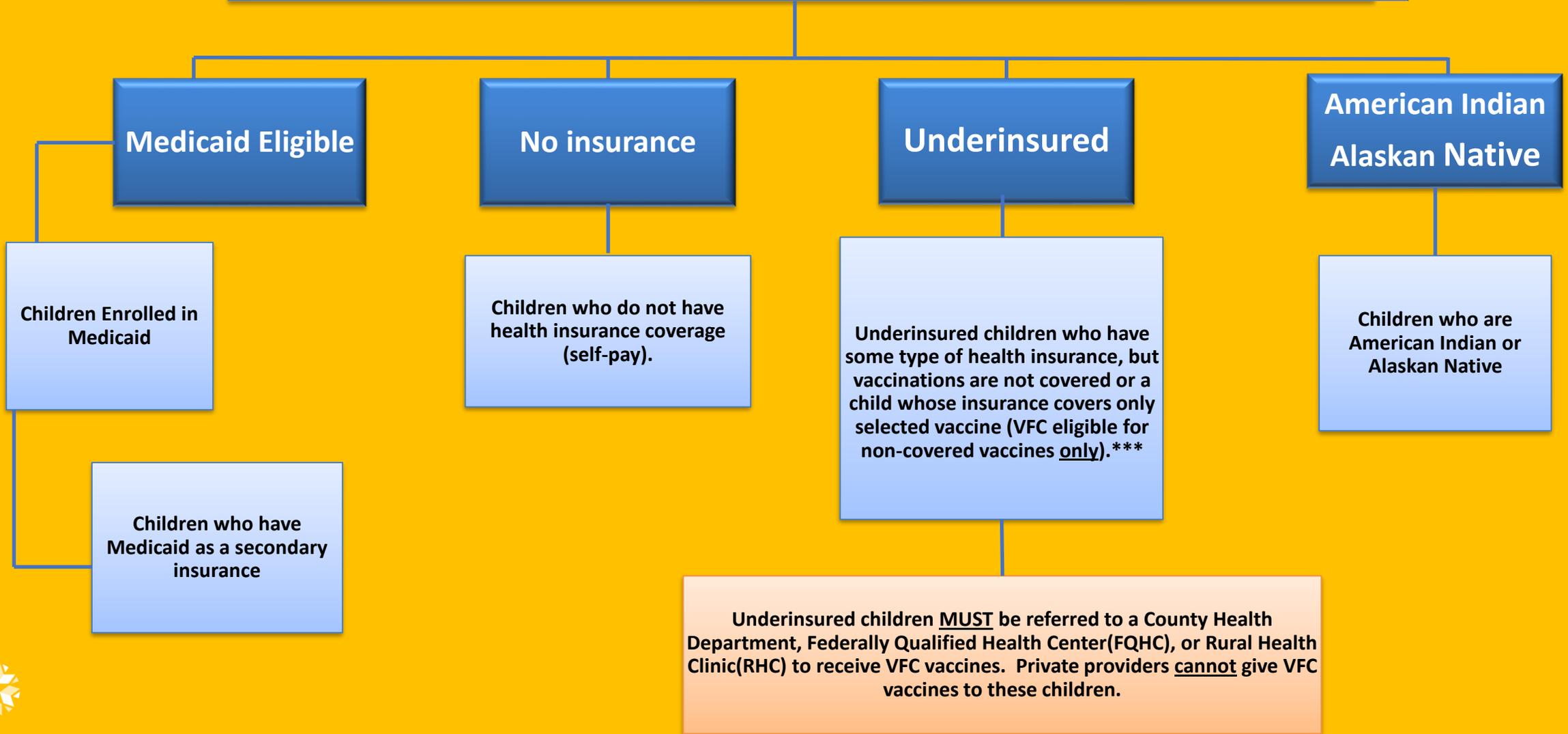
No Insurance

Underinsured

American  
Indian/Alaskan  
Native



# Children Age(s) 0 through 18



# Providers VFC Program Requirements

VFC Provider Agreements  
Must Be Completed  
Every 2 years

Update primary &  
secondary contacts  
or any changes  
As needed

The Provider Profile  
Annually

Vaccine for Children Program  
& Storage Handling Module  
As needed

You Call the Shots – Web  
Based Training Module; QA  
Visit; this webinar  
Each calendar year



# VFC Screening & Documentation

VFC eligibility must be documented, and a record maintained for a period of 3 years. This information may be maintained in OSIS, EMR, or an office log/file

Screening to determine a child's eligibility to receive vaccines through the VFC Program must take place with each immunization visit



# Record Maintenance

VFC providers must  
Maintain these records  
for 3 years.

Eligibility Screening

Temperature Logs, DDL  
downloads,  
shipping/packing slips,  
training certificates, etc.

PAPER, EMR, & OSIS



# Vaccine Administration Fee

Effective January 1, 2020, providers who choose to bill for the vaccine administration fee of a non-Medicaid, VFC eligible child after the date of service may issue a single bill to the patient within 90 days of vaccine administration.

Providers should not charge a vaccine administration fee to non-Medicaid VFC-eligible children that exceeds the administration fee cap of \$19.58 per vaccine dose.

Non-Medicaid VFC-eligible children may not be sent to collections for unpaid administration fees, and the provider may not refuse to vaccinate an eligible child whose parents have unpaid vaccine administration fees;



For Medicaid VFC-eligible children, accept the reimbursement for immunization administration set by the state Medicaid agency, Oklahoma Health Care Authority.

**Providers cannot deny administration of federally purchased vaccine to an established patient whose parent/guardian/individual of record is unable to pay the administration fee.**



# The National Childhood Vaccine Injury Act

- The NCVIA requires healthcare providers who administer vaccines to provide a vaccine information statement (VIS) to the person getting the vaccine or his or her guardian. A VIS must be provided to view with every vaccination, including each dose in a multi-dose series. Each VIS contains a brief description of the disease as well as the risks and benefits of the vaccine. CDC develops VISs and distributes them to state and local health departments as well as individual providers.
- The NCVIA also requires healthcare providers to report certain adverse events (health effects occurring after immunization that may or may not be related to the vaccine) following vaccination to the Vaccine Adverse Event Reporting System (VAERS).

# National Childhood Vaccine Injury Act

Document in the patient's  
permanent medical record  
with the following  
information:

Date the vaccine was  
administered

Manufacturer and lot  
number of the vaccine  
Date of the Vaccine  
Information Statement

Name, address,  
and title of the  
person  
administering the  
vaccine

Date the Vaccine  
Information  
Statement was  
given to the  
parent/guardian

**THE MOST CURRENT VACCINE INFORMATION STATEMENT (VIS)  
MUST BE PROVIDED TO THE PARENT PRIOR TO VACCINATING!  
THE PARENT MAY DECLINE TO TAKE THE VIS WITH THEM**



# VFC Compliance Visits

**Required Visits: QA  
visit is required at a  
minimum every 2  
years**

**Quality Assurance  
Visit (every 16 to  
24 months)**

**Unannounced Visit  
(at program  
discretion)**

**Follow Up Visit as  
Needed**

**Follow Up Visit as  
Needed**

# What Are Corrective Action & Follow-Up Visits

If inappropriate responses are given to any key questions during the QA (compliance) visit, a corrective action plan must be developed and implemented to correct the situation.

A follow-up site visit may be done by the IFC in 7, 14, 30, 60 or 90 days depending on the subject matter of the non-compliant response.

All Providers **MUST** comply with the VFC required visits and education requirements.



Signature of the Primary Vaccine Coordinator, Back-Up Vaccine Coordinator and/or Medical Director are required for all site visits.



# The Vaccines

## Packing Slip

This is not an invoice

Page 1 of 1

Ship-to: **Correct Name**5051 S 129TH E AVE  
TULSA, OK 74134

## Awardee:

OKLAHOMA STATE DEPT HLTH.  
IMMUNIZATION PRGM-0306  
1000 N.E. 10TH STREET  
OKLAHOMA CITY, OK 73117  
(405) 271-4073

Provider PIN: OKA720171

Delivery Number: 204005468

Quality Check Date: 11/04/2013

Customer Contact: [REDACTED]

Internal use only



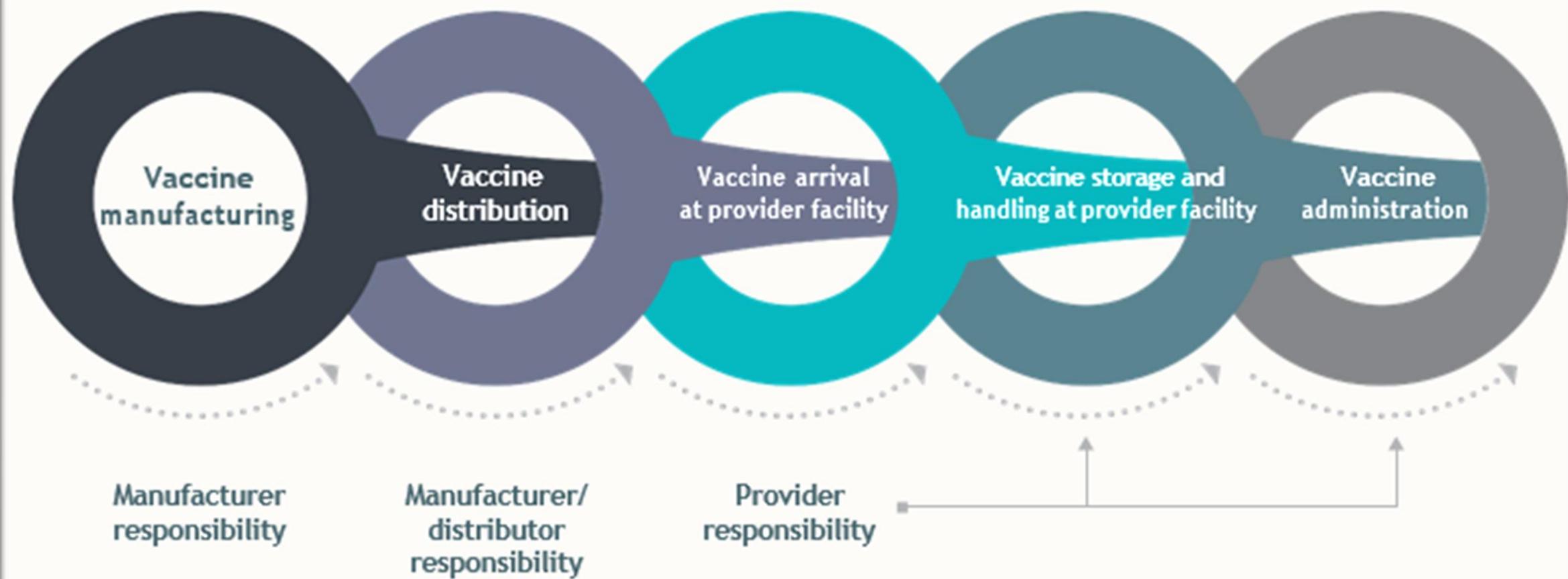
NDC	Customer P.O.	Material Description Manufacturer	MFR Lot#	Exp. Date	VFC Doses	317 Doses	State Doses	CHIP Doses	Order Qty	Ship Qty	Unit Price	Extended Price
58160-0811-52	0504276512	DTAP-IPV-HEPB; SYR; 10-pack GLAXO SMITHKLINE	J9MS4 ✓	02/04/2016	100 ✓	0	0	0	100	100	\$52.58	\$5,258.00
58160-0812-52	0504276512	DTAP-IPV; SYR; 10-pack GLAXO SMITHKLINE	ZB4G3 ✓	10/19/2015	40 ✓	0	0	0	40	40	\$37.13	\$1,485.20
00006-4045-41	0504276512	HPV; SDV; 10-pack MERCK HUMAN HEALTH DIVISION	J006850 ✓	03/31/2016	100 ✓	0	0	0	100	100	\$107.16	\$10,716.00
00006-4897-00	0504276512	HIB; SDV; 10-pack MERCK HUMAN HEALTH DIVISION	J008091 ✓	04/04/2016	100 ✓	0	0	0	100	100	\$12.18	\$1,218.00
49281-0545-05	0504276512	HIB; SDV; 5-pack SANOFI PASTEUR INC	UH871AA ✓	12/06/2014	100 ✓	0	0	0	100	100	\$9.33	\$933.00
49281-0860-10	0504276512	IPV; MDV10; 1-pack SANOFI PASTEUR INC	J1382-1 ✓	07/23/2015	30 ✓	0	0	0	30	30	\$12.42	\$372.60
00006-4681-00	0504276512	MMR; SDV; 10-pack MERCK HUMAN HEALTH DIVISION	J003005 ✓	03/14/2015	100 ✓	0	0	0	100	100	\$19.76	\$1,976.00
00006-4309-00	0504276512	DILUENT MMR; SDV; 10-pack MERCK HUMAN HEALTH DIVISION	J000449 ✓	08/31/2015	100 ✓	0	0	0	100	100	\$0.00	\$0.00
<b>Total</b>									670	670		\$21,958.80

This vaccine was purchased with public (state, local, and/or federal) funds and may be administered only to patients eligible to receive publically-funded vaccine.

If you have questions about your order, or to retrieve a pedigree document for Rx product received on this packing list, please contact your Immunization Program for assistance.



## Cold Chain **Flowchart**



# Maintaining the Cold Chain



Inspect Temperature Monitoring Device to ensure vaccine is viable upon arrival. (See packaging items/Temp Indicators.)

Place vaccine into continuous monitored storage units

Keep packing slip for records (see packing slip).

Ensure Packing Slip is correct including Provider Name, Vaccine, Lot#, Quantity.

Receive vaccine shipment into OSIS (may take up to 24 hours to receive)

No borrowing is allowed between VFC and private stock vaccines.

Vaccine appearance is not a reliable indicator that vaccines have been stored in appropriate conditions. For example, inactivated vaccines—even when exposed to freezing temperatures—may not appear frozen, giving no indication of reduced or lost potency.

By following a few simple steps and implementing CDC-recommended storage and handling practices, providers can ensure patients receive high-quality vaccine that has not been compromised.



# What kind of refrigerator should I use?

Household, consumer-grade units

Pharmaceutical-grade units

Freezerless

Dual-zone

Under-the-counter

Full-sized



\*National Institute of Standards & Technology,  
2011

Dual-zone unit is acceptable for  
refrigerated vaccine storage only – do not  
use freezer compartment

# Dormitory-style Freezer-Refrigerator

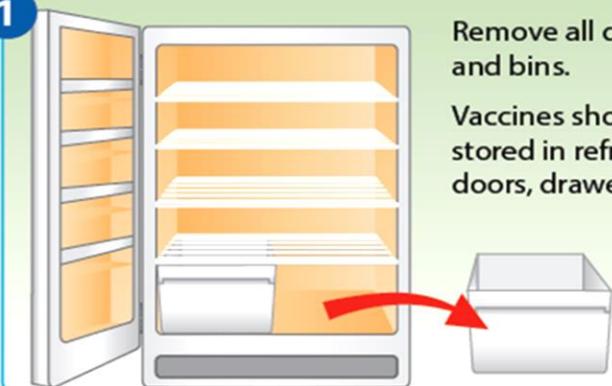
- ❑ **NOT** recommended for vaccine storage



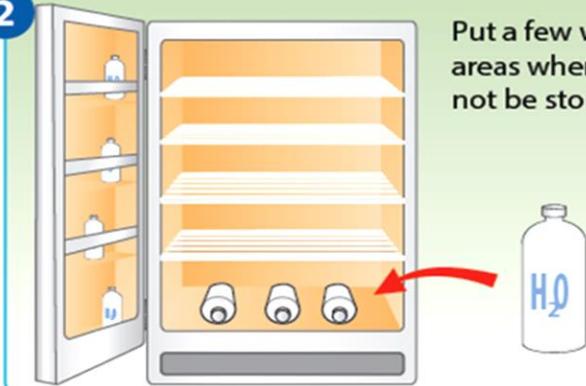
# Vaccine Refrigerator Setup

Preparing for  
Vaccine Storage

**1** Remove all drawers and bins. Vaccines should not be stored in refrigerator doors, drawers, or bins.



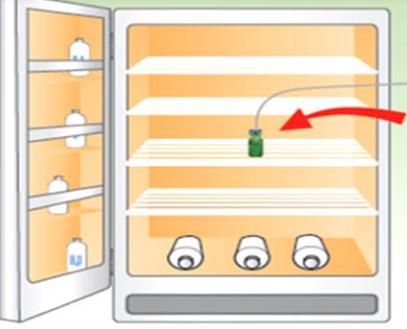
**2** Put a few water bottles in areas where vaccines will not be stored.



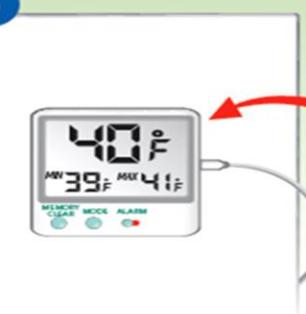
**3** Use a calibrated thermometer to ensure accurate temperatures. The thermometer must have a glycol-encased probe. The digital monitor must display CURRENT, MIN, and MAX temperatures.



Place the probe in the center of the refrigerator, near the vaccines.



**4** Attach the monitor to the outside of the refrigerator, either on the door or on the side.



**5** Plug in the refrigerator. Secure with plug guard/cover. Post "Do Not Unplug" sign.



# Vaccine Storage Guide

## Proper REFRIGERATOR Temperatures

Refrigerate anthrax, DTaP, DT, Td, Tdap, hepatitis A and B, Hib, HPV, influenza, IPV, Japanese encephalitis, meningococcal, pneumococcal, rabies, rotavirus, typhoid, and yellow fever.



Aim for 40°F (4°C)



Too cold

35°F (2°C) to 46°F (8°C)

Too warm

## Proper FREEZER Temperatures

Freeze MMR, MMRV, varicella, and zoster.  
Don't freeze liquid vaccines!



Aim for 0°F (-18°C)



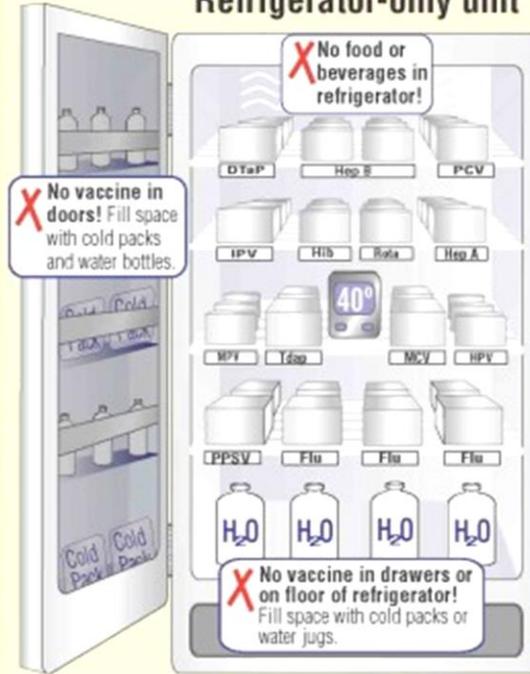
Too cold

-58°F (-50°C) to 5°F (-15°C)

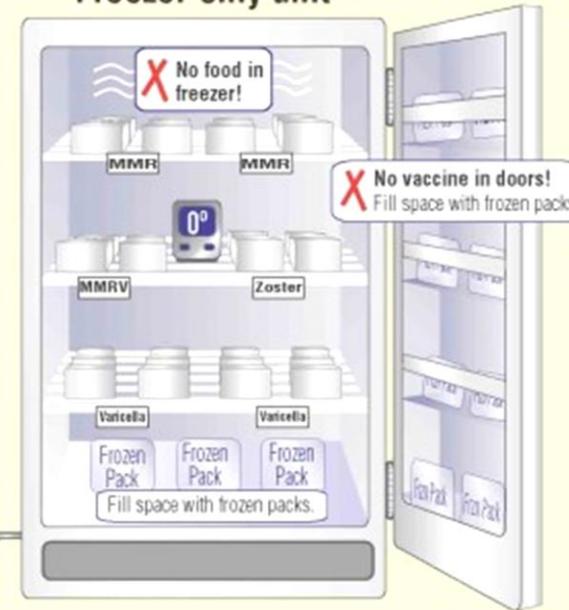
Too warm

## Proper Set-Up

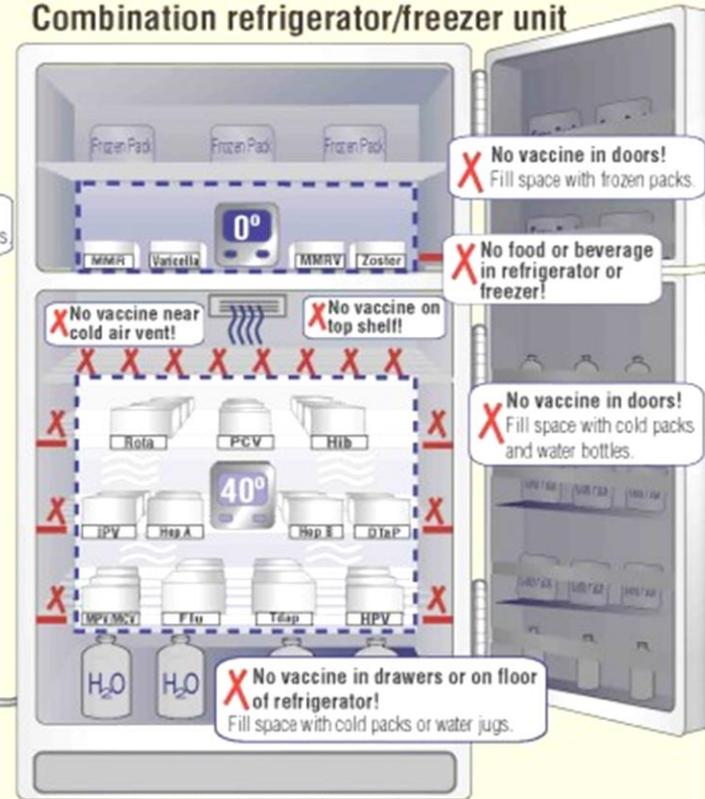
### Refrigerator-only unit



### Freezer-only unit



### Combination refrigerator/freezer unit



### For all units:

- ✓ **Group vaccines by type.** Clearly label the designated space for each vaccine.
- ✓ **Keep vaccine 2-3 inches away from walls and other boxes.**
- ✓ **Post Do Not Unplug stickers** on electrical outlets. Plug in only one unit per outlet.
- ✓ **Place thermometer probe in the center** of the unit. Post a temperature log on the door.

- - - Dashed lines show usable space.  
Xs and lines show areas to avoid.

CONTAINS VACCINE



DO NOT UNPLUG

CONTAINS VACCINE



DO NOT UNPLUG

Place on outlets & on the breaker box.

(highlight switch within box)

# TEMPERATURE MONITORING

## WHAT IS A COMPLETE TEMPERATURE LOG ?

- Document the Minimum and Maximum temperature  
Document the exact temperature on the temp log. **Do not use an x!**
- If you use a Data Logger, you must still monitor and record temps twice daily

- Record the min/max temperature of each day preferably each morning  
Making sure to clear the min/max each day.

Use detailed explanations of any out-of-range temperatures & what was done to correct the issue.

- Make sure to also record
- The time of the reading.
  - The name or initials of person assessing.
  - Record the reading.

**Complete Temperature Logs**





# IN THE EVENT OF TEMPERTATURE EXCURSION

## QUARANTINE

Bag vaccine and label "DO NOT USE"

**DO NOT USE**

## STORAGE

Store bagged vaccine under proper conditions

This can be stored in the drawer of the refrigerator

## IFC

Contact IFC or State Immunization office for assistance

IFC Contact: Jane Doe (405) 000-1234 or email

## MANUFACTURER

Will be contacted by Immunization Services at the Central Office



## DOCUMENT

Document the excursion and all actions taken

A sample of the Oklahoma Vaccine Incident Report (OSIIS) form, showing various fields for reporting an incident.

## REPORT

Complete Oklahoma Vaccine Incident Report

Another sample of the Oklahoma Vaccine Incident Report (OSIIS) form, showing the same layout as the previous one.

**IF VACCINE IS DEEMED NON-VIABLE COMPLETE VACCINE RETURN FORM IN OSIIS**





## 2022 VFC Vaccine Storage Incident Report (VSIR)

(For use when vaccine has been exposed to out-of-range temperatures. See VSIR Decision Tree)

Name of Clinic: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

VFC Pin # \_\_\_\_\_ Phone # \_\_\_\_\_ Assigned \_\_\_\_\_

Contact Name \_\_\_\_\_ Direct Phone # \_\_\_\_\_ Email \_\_\_\_\_

1. **Correct the situation.** Adjust temperature control as appropriate, shut the door, plug in the refrigerator/freezer or transfer vaccine to a working storage unit with temperatures in the correct range and monitored by a data logger with a current certificate of calibration.  
**Contact Immunization Field Consultant (IFC) or if IFC is unavailable contact Immunization Service at 405.426.8580.**
2. **Quarantine the vaccine.** Bag and label the vaccine **"DO NOT USE"** so the vaccine is not administered until a response has been received from Immunization Service. Keep the vaccine stored in a VFC approved storage unit at required temperatures until viability is determined by Immunization Service. Do not automatically discard the affected vaccine



## Before submitting your VSIR be sure to include:

- Completed 3-page Vaccine Storage Incident Report (VSIR)
- VFC Pin Number
- Data-logger temperature readings for entire excursion period (from all storage units involved)
- Daily temperature logs for entire excursion period (from all storage units involved)
- Any other related documents
- Provider must sign the report on page 3 of VSIR
- *VSIRs will not be processed if all required documents are not submitted.*

Fax or e-mail the completed documents to your Immunization Service Field Consultant.

VFC Pin: \_\_\_\_\_ OSIS ID: \_\_\_\_\_ Clinic Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Routine Vaccine Storage and Handling Plan Worksheet

Complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit. See the Vaccine Storage and Handling Plans chapter for details.

### Checklist of Resources for the Routine Vaccine Storage and Handling Plan

- Up-to-date contact information
  - Primary and alternate (back-up) vaccine coordinators
  - Local and state health department immunization programs
  - Manufacturers of vaccines in your inventory
  - Refrigerator and freezer maintenance and repair companies
  - Vaccine storage unit alarm company (if applicable)
  - Sources for packing materials, calibrated temperature monitoring devices, and portable refrigerator/freezer units or qualified containers
- Descriptions of the roles and responsibilities of the primary and alternate (back-up) vaccine coordinators
- Policy on education and training for facility staff
- Summaries of the storage requirements for each type of vaccine and diluent in your inventory
- Protocols for vaccine storage unit temperature monitoring
- Protocols for vaccine storage equipment maintenance
- Protocols for the correct placement of vaccines within storage units
- Protocols for responding to vaccine storage and handling problems
- Protocols for vaccine/diluent inventory management
- Protocols for receiving and unpacking vaccine/diluent deliveries
- Protocols for transporting vaccines/diluents to off-site/satellite facility(ies)
- Protocols for handling vaccines/diluents prior to administration
- Protocols for proper disposal of vaccines, diluents, and supplies
- Samples of the forms used in your vaccination program

Date Updated \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Update any  
time there  
is a key  
staff  
changes!

Routine Vaccine  
Storage & Handling  
Plan

Review &  
Update  
**ANNUALLY**  
regardless  
of  
changes!





VFC Pin: \_\_\_\_\_ OSIS ID: \_\_\_\_\_ Clinic Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Vaccine Retrieval and Storage Plan Worksheet

In advance of an emergency, complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage units. See the **Vaccine Storage and Handling Plans** chapter for details.

#### Checklist of Resources for the Emergency Vaccine Retrieval and Storage Plan

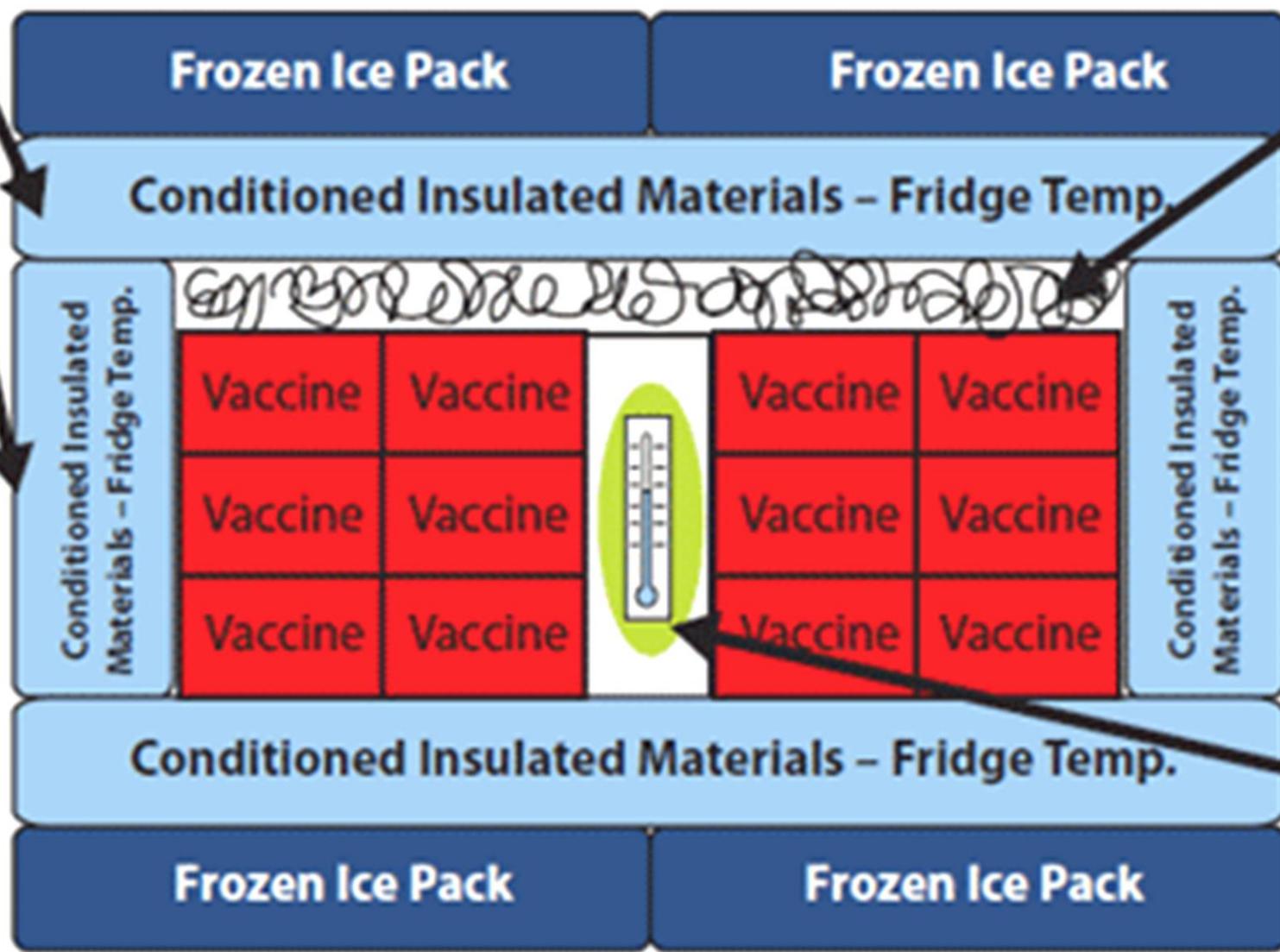
- Designated primary and alternate (back-up) vaccine coordinators with emergency contact information
- Emergency staff contact list in order of contact preference
- Specifications of vaccine storage unit (type, brand, model number, serial number)
- Alternate vaccine storage facility(ies)
- Written protocols, vehicles, and drivers for transporting vaccines to and from alternate vaccine storage facility(ies)
- Written instructions for entering your facility and vaccine storage areas in emergency if building closed. Instructions should include building security/after-hours access procedure, floor diagram, and locations of the following:
  - Alarms (including instructions for use)
  - Doors
  - Flashlights
  - Spare batteries
  - Light switches
  - Keys
  - Locks
  - Circuit breakers
  - Packing materials
- Calibrated temperature monitoring devices
- Portable refrigerators and freezers
- Qualified containers
- Appropriate packing materials to safely transport or temporarily store vaccines
- Written protocol for vaccine packing refrigerated vaccines
- Written protocol for vaccine packing frozen vaccines
- Written protocol for vaccine transport
- Written protocol for appropriately storing vaccines at alternate storage facility
- Up-to-date list of manufacturers' telephone numbers



Date Updated	Name	Signature	Title

Insulating materials

Filler  
(prevents shifting of contents)



Temperature gauge  
(min/max or data logger)

# Transporting Refrigerated Vaccine

## Guidelines for vaccine transport and short-term storage

- The procedure below for packing vaccine will keep all vaccines (**except varicella vaccine**) within recommended temperatures for 12 hours during transport and/or storage at room temperatures (inside a car, building, etc.). It will also maintain recommended temperatures if the cooler is exposed to outside temperatures as low as -4°F for one of those 12 hours.
- If the vaccine will be stored in refrigerators after transport, be sure those refrigerators have maintained temperatures between 35°F and 46°F for at least 3 to 5 days.

### Assemble packing supplies

1. **Cooler.** Use hard plastic Igloo-type coolers. Attach a "Vaccines: Do Not Freeze" label to the cooler.
2. **"Conditioned" cold packs.** Condition frozen gel packs by leaving them at room temperature for 1 to 2 hours until the edges have defrosted and packs look like they've been "sweating." Cold packs that are not conditioned can freeze vaccine. **Do not use dry ice.**
3. **Thermometer.** Prepare the thermometer by placing it in the refrigerator at least 2 hours before you pack the vaccine.
4. **Packing material.** Use two 2-inch layers of bubble wrap. Not using enough bubble wrap can cause the vaccine to freeze.



## Pack vaccine

### 1. Cold packs

Spread conditioned cold packs to cover only half of the bottom of the cooler.



### 2. Bubble wrap & Thermometer

Completely cover the cold packs with a 2-inch layer of bubble wrap. Then, place the thermometer/probe on top of the bubble wrap directly above a cold pack.



### 3. Vaccine

Stack layers of vaccine boxes on the bubble wrap. Do not let the boxes of vaccine touch the cold packs.



### 4. Bubble wrap

Completely cover the vaccine with another 2-inch layer of bubble wrap.



### 5. Cold packs

Spread "conditioned" cold packs to cover only half of the bubble wrap. Make sure that the cold packs do not touch the boxes of vaccine.



### 6. Form & display

Fill the cooler to the top with bubble wrap. Place the thermometer's digital display and the Return or Transfer of Vaccines Report form on top. It's ok if temperatures go above 46°F while packing.

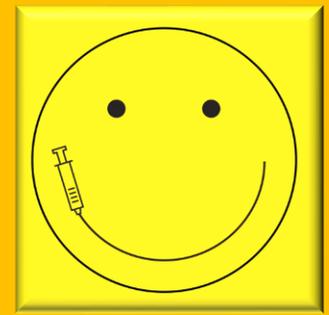


### As soon as you reach the destination site, check the vaccine temperature. If the vaccine is:

- Between 35°F and 46°F, put it in the refrigerator.
- Below 35°F or above 46°F, contact your VFC Rep or the VFC program immediately at 1-877-243-8832. Then label the vaccine "Do Not Use" and put it in the refrigerator.

For Example!





Vaccine loss due to neglect or negligence or unaccounted for vaccine, each dose will be paid back dose-for-dose.



**CAUTION**  
Please be aware of your vaccines, we do not want this to happen to you! But if it does, we're here to help you!



In the event affected vaccine has been administered to patients, a re-vaccination process will be put in place. The Central Office of the Immunization Service will assist and guide this process.



 No more than 2 hours at room temperature (up to 25 °C / 77 °F)



# Top 10 Issues with Vaccine Stock

Not capturing VFC eligibility in OSIIS when recording the administered shots

Adding shots in OSIIS but not administering them. (OSIIS report is available)

Failure to rotate stock (check your expiration dates)

Thermometer probe should be placed on center shelf, away from back of refrigerator or freezer.

Do Not store food or drink in with your vaccines!

Biologicals should not be stored with vaccines

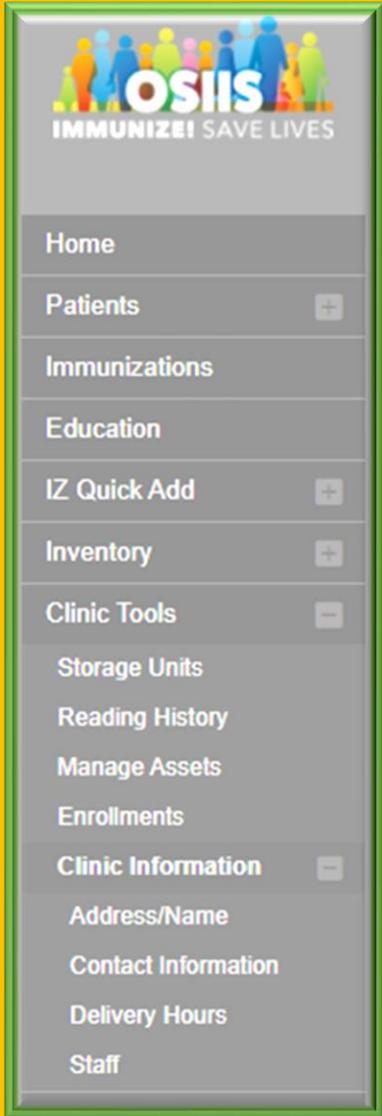
Not clearly identifying your VFC Stock and Private Stock

Not accepting shipments in OSIIS in a timely manner

Not checking Lot #'s and invoices on received shipments

Multiple open boxes of same vaccine





Document ALL administered vaccines into OSIIS within 24 hours of administration.



**Use OSIIS to update your clinic profile  
for any  
Staff changes  
Address changes  
Office hours change  
New storage unit or  
Moving storage Unit**





Check your emails! New updates are always being sent from your IFC! If you are not receiving them, make sure your information is updated in OSIIS!

#### New in Enhanced OSIIS



- Orders are placed by Provider
- Complete reconciliation required
- Vaccine Returns are completed here
- Adding and Administering Vaccine
- Turn off the 'Recommender' feature

Influenza					
Influenza Quad Inj P	1	10/01/2018	36Y 5M 13D	VFC550503	<span>H</span> <span>📄</span> <span>?</span> <input type="button" value="Update"/>
Influenza Quad Inj P	2	10/02/2019	37Y 5M 14D	VFC090007	<span>📄</span> <span>?</span> <input type="button" value="Update"/>
Influenza Quad Inj P	3	10/09/2020	38Y 5M 21D	VFC090007	<span>📄</span> <span>?</span> <input type="button" value="Update"/>

Auto-Populate Add Vaccines Screen

#### Current Ordering Guidance

- As of 05/13, all providers can create and submit normal vaccine orders in OSIIS every 7 days!  
**Normal vaccines are non-flu and non-covid vaccines.**
- Reducing minimum number of days between orders from 14 to 7 will ensure providers have enough inventory and save time on forecasting and ordering activities.
- The reconciliation requirements stays the same: maximum number of days since last closed reconciliation is 14 days.

#### Please see below an example on how this change will allow to place vaccine orders more often:

- 1st order of the month: June 2 (0 days since last closed reconciliation and 7 days since last order) – close reconciliation and submit order
- 2nd order of the month: June 9 (7 days since last closed reconciliation and 7 days since last order) – submit order
- 3rd order of the month: June 16 (14 days since last closed reconciliation and 7 days since last order) – close reconciliation and submit order.

If you have additional questions, reach out to your IFC or OSDH Vaccine Help - [VaccineHelp@health.ok.gov](mailto:VaccineHelp@health.ok.gov).





## Back to School Vaccine Orders

- The number of vaccines administered to children has dropped considerably in the United States during the COVID-19 pandemic, according to a report released by the Centers for Disease Control and Prevention (CDC).
- The decline appears to have rebounded somewhat among children under the age of 2 years, but it has left millions of children of all ages at increased risk for developing measles, meningitis, pertussis (whooping cough) and other vaccine-preventable diseases, health officials warn.
- That risk will grow as states continue to relax their social distancing requirements. Catch up for those vaccinations often takes time, and with these continued delays we're worried about herd immunity and vaccine coverage for the population.
- Please consider placing your Back-To-School VFC Vaccine order in June/July, and if you are interested in doing a VFC Vaccine recall to bring your Children/Clients up to date on their vaccinations that are required to attend school please let us know.

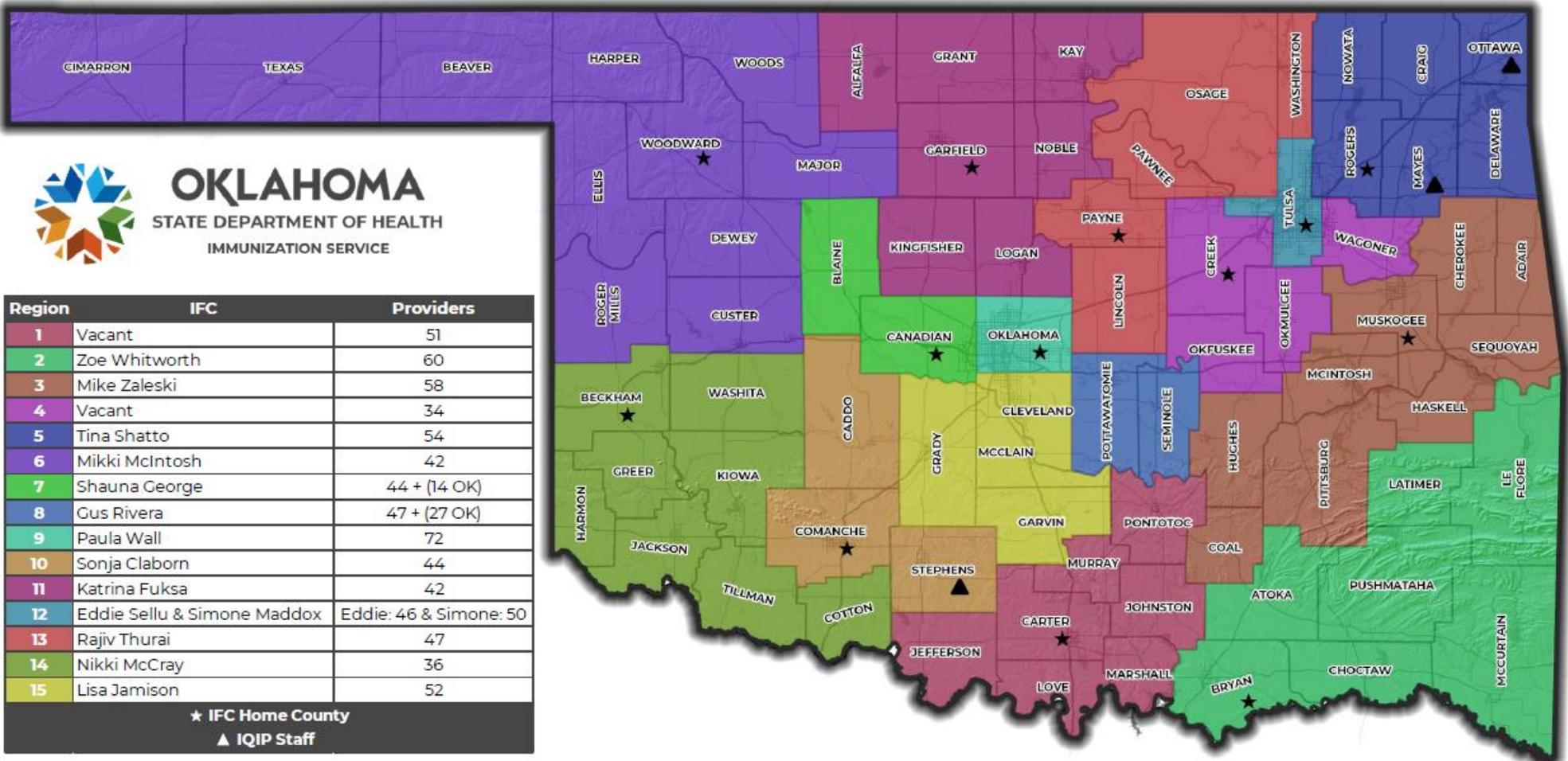
# IFC REGION MAP



**OKLAHOMA**  
STATE DEPARTMENT OF HEALTH  
IMMUNIZATION SERVICE

Region	IFC	Providers
1	Vacant	51
2	Zoe Whitworth	60
3	Mike Zaleski	58
4	Vacant	34
5	Tina Shatto	54
6	Mikki McIntosh	42
7	Shauna George	44 + (14 OK)
8	Gus Rivera	47 + (27 OK)
9	Paula Wall	72
10	Sonja Claborn	44
11	Katrina Fuksa	42
12	Eddie Sellu & Simone Maddox	Eddie: 46 & Simone: 50
13	Rajiv Thurai	47
14	Nikki McCray	36
15	Lisa Jamison	52

★ IFC Home County  
▲ IQIP Staff



For any other questions, comments, or accolades....

Immunizations Central  
Office (405) 426-8580

Vaccines For Children Program  
VFChelp@health.ok.gov

VFC Program Manager  
Myka Saltsman  
(405) 312-1054

Your designated county  
Immunization Field Consultants  
(IFC)



*Thank you  
for  
attending!*



OKLAHOMA  
State Department  
of Health

